9 0 MAY 1979

OD/A Registry

MEMORANDUM FOR: Deputy Director for Administration

FROM

: Harry E. Fitzwater Director of Personnel

SUBJECT

: Transfer of Position and Ceiling to Office of Personnel to Establish Slots for Minority Recruiters

- 1. Action Requested: It is requested that your career service transfer one position and associated funds to the Office of Personnel in order to enable us to accelerate significantly our minority recruitment efforts.
- 2. Background: The Office of Personnel has been experimenting with a number of new approaches to meet the goals for minority recruitment. We have recently engaged an independent contractor to provide resumes on minorities. We have also obtained the services of a minority recruiter on detail from NFAC and another from DDS&T to concentrate on minority recruitment for those directorates. Our new initiatives will undoubtedly produce more minority applicants in the coming months but, if we are to achieve the expected levels of minority representation in our professional ranks, it is evident that additional and more dramatic steps must be taken.

Members of my staff and I recently met with the Equal Employment Officers for DDA, DDO, and NFAC, respectively. emphasized that much more aggressive errorts are needed in the minority recruiting effort, particularly stronger involvement in the minority community.

Their specific proposal was that new initiatives were necessary in certain of our existing field offices by minority officers who, working with our current recruiters as teams, can vigorously develop the minority community for recruitment purposes. These officers could cultivate contacts with leaders of the social and academic communities, participate in community activities to generate additional leads, and generally provide a greater visibility in the minority community which would enhance the Agency's recruitment efforts. Through social and professional contacts within the community, the minority recruiters will also perform a "seeding" function, i.e., encourage young people to consider Agency employment when they eventually obtain the necessary qualifications.

STAT

Approved For ease 2006/02/01 : CIA-RDP83-00156 00600010116-3

SUBJECT

: Transfer of Position and Ceiling to Office of Personnel to Establish Slots for Minority Recruiters

In order to provide new program, we solicit the help cansfer of one position and the
new program, we solicit the help
s new program, we solicit the help cansfer of one position and the
anster of one position and the

R	OUTIN	G AND	RECOR	D SHEET	
GUBJECT: (Optional) Transfer of Position and Slots for Minority Recr		g to Off	ice of P	Personnel to Establish	
ROM:			EXTENSION	NO.	
Harry E. Fitzwater Director of Personnel 5 E 58				PATE STORY MY	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S	COMMENTS (Number each comment to show from whom	
onaling)	RECEIVED	FORWARDED	INITIALS		
Executive Officer, DD/A 3 2.	o may	979	28	Memorandum for the Record	
2. Associate DD/A		1 JUN 1979	Com	Based upon DDA approval of attached memorandum, I called	
3. Deputy Director for Administration				on Friday afternoon S and advised him to go ahead and establish one position for a	
4. Registary = Pile				minority recruiter and not to worry about ceiling or funds. This action will satisfy the	
5.				DDA commitment as proposed in the memorandum.	
6.				S	
7.					
8.					
9.					
0.					
1.					
2.					
3.					
4.	·				
5.					

FORM 3-62 STAT "Danny -"I suggested this to Harry as an interim step have overallocate this slot - don't take it away from anybody. If I'm over ceiling by end of year - so be it. /s/Don" wed to do other than admin of by plane?

TO: (Name, office symbol building, Agency/Po	Initials Date	
1.		
2.		
s. A/I	(by) 5/31	
4	DA	de
ADDA	- Donne	- Jacques
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction For Your Information	Prepare Reply See Me
Circulate	Investigate	Signature
Coordination	Justify	
,	dat tolk lely. If and etern time and wholf has to top a	it away wer cuty
quis to get this	olof — n as a RECORD of approvals clearances, and similar action	s, concurrences, disposa
A Syl	ven " hi beil	Phone No.